ORISSA

Administration: The State Archives was set up in 1946. It functions as a subordinate office under the administrative control of the Director, Tourism and Cultural Affairs.

A proposal amounting to Rs.9,73,000/- for an all round development of State Archives during the 5th Five Year Plan period has been submitted to the Government.

Budget: During 1973-74, a sum of Rs.83,719.75 was spent out of a non-plan budget provision of Rs.93,000.00 and a sum of Rs.20,573.89 on the plan side as against a sum of Rs.22,600.00. For 1974-75, a provision of Rs.1,08,000 has been made on the non-plan budget and of Rs.69,000 on the plan side. There was a provision of Rs.1,00,000.00 in the plan side of the budget for the development of Archives.

Building: The State Archives has its own building since 1971. The administrative block and the ground floor of the record storage portion has been rented out to the Reserve Bank of India.

Record Management: All the district and subordinate offices are sending their lists of 'B' and 'C' class records to the State Archives for necessary scrutiny and selection. The Retention Schedule was followed while reviewing the papers.

Research and Reference: 15 Research Scholars availed themselves of the research facilities in the State Archives.

Reference Media: Preparation of Descriptive List of Balasore Revenue Records was undertaken.

Publication Programme: Publication of the Descriptive Lists of Balasore Revenue Records was under process.

Preservation of Records: 33,993 sheets of records were repaired with acetate foils and 13,684 sheets - flattened, 11,388 sheets repaired with tissue paper, 208 sheets guarded. Besides 45 volumes of English correspondence, 45 library books and 56 volumes of Oriya Dailies and Orissa Gazettes were bound.

Photo Duplication: The State Archives does not have its own Microfilming Unit, but 1,330 sheets of records have been exposed apparently with ordinary cameras.

Library: 1,336 books were acquired during the period under report. A proposal for sanction of Rs. 18,000/- for purchase of library books was submitted to Government.

Exhibition: Steps were taken to organise an exhibition hall and for this purpose 15 display-cases have been purchased and interesting records arranged.

Training: One of the Senior Technical Assistants was deputed to the National Archives of India for Diploma course in Archives-Keeping during the year.